

Computing and Information Services- David Steinour, Chief Information Officer

Effective Date(s): 12/03/04

Title: Help Desk Loaner Laptop Checkout Policy

Applicable: Furman University (Students, Faculty and Staff)

Contacts: Computer Help Desk ext. 3277

Background: With the introduction of the Help Desk Loaner Laptop Checkout program in fall of 2004, it has become necessary to create a policy stating who is allowed to check out the laptops and what the appropriate use of the laptops will be.

Policy: All current Furman faculty, staff and students with a current Furman ID may check out a loaner laptop from the Computer Help Desk. Individuals not affiliated with Furman, as well as Furman dependents, will not be allowed to checkout loaner laptops.

Guidelines:

- 1) All current Furman faculty, staff and students with a current Furman ID may check out a loaner laptop from the Computer Help Desk.
- 2) Non-Furman individuals as well as Furman dependents will not be allowed to checkout loaner laptops.
- 3) All individuals that qualify for laptop checkout must be able to display and leave a valid Furman ID with Help Desk staff.
- 4) Laptops may be checked out in two hour increments.
- 5) Computing and Information Services will report users to public safety if the loaner laptop is not returned within six hours of its removal from the Help Desk. The user's e-mail account will also be temporarily disabled until the laptop is returned.
- 6) Loaner laptops may not be removed from the Library. If it is determined that equipment has left the library, public safety will be notified, and the user's e-mail account will also be temporarily disabled until the laptop is returned. Any such person will not be allowed to checkout a laptop from the Help Desk in the future.
- 7) Specific information and instructions about each machine will be given at the time the machine is checked out.
- 8) Loaner laptops will have access to a printer in the multimedia commons area, located in the lower level of the library.
- 9) All laptops will have current versions of the office productivity suite as well as multimedia and Web content development software installed.
- 10) Users may not copy software from the loaner laptop to any other machine.
- 11) All special requests must meet the approval of the Chief Information Officer of Computing and Information Services.

- 12) Users checking out laptops may not install software on the laptops. Any supported software needed on loaner laptops should be requested at least one week in advance.
- 13) Any physical damage will be the responsibility of the borrower. The borrower is responsible for making sure that the laptop is in working order when it is checked out. If it is determined that physical damage has occurred and not been reported, the borrowers e-mail account will be temporarily disabled until the damages have been paid for.